



Central Utah Department of Workforce Services Workshop Information

Workshops: Open to the General Public

Resume Writing: Designed to help job seekers develop a complete, professional resume, a complete reference list and a cover letter and to assist them in understanding job connection resources available for creating a resume.

Repackaging Your Skills: Designed to help job seekers identify transferable skills and effectively demonstrate those skills to employers in their job search.

Job Search With Technology: Learn tools & tips to navigate a successful online job search, including use of electronic job boards, online applications, & sending/posting resumes. (Basic computer skills required).

Interview Skills: Strategize ways to gain an EDGE in the interview process. Learn to be confident in an interview, research employers, market skills, and answer questions to enhance interview effectiveness. Customers must pre-register and arrive on time.

Networking Strategies:

80% of jobs are found by Networking! Learn how to design/implement a strategic network and use techniques to find opportunities in the traditional and "hidden" job market.



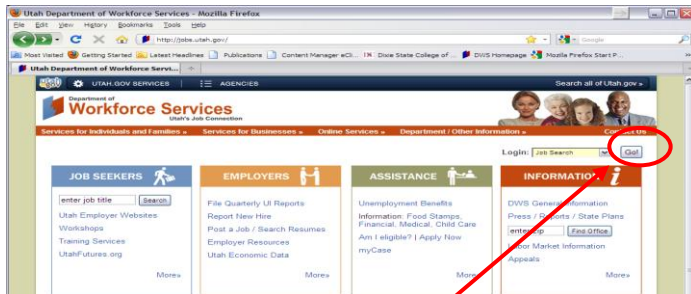
Call local Employment Center for additional information
or register online at jobs.utah.gov

Richfield Employment Center	1-435-893-0004
Manti Employment Center	1-435-835-0734
Delta Employment Center	1-435-864-3860
Junction Employment Center	1-435-577-2443
Loa Employment Center	1-435-836-2406

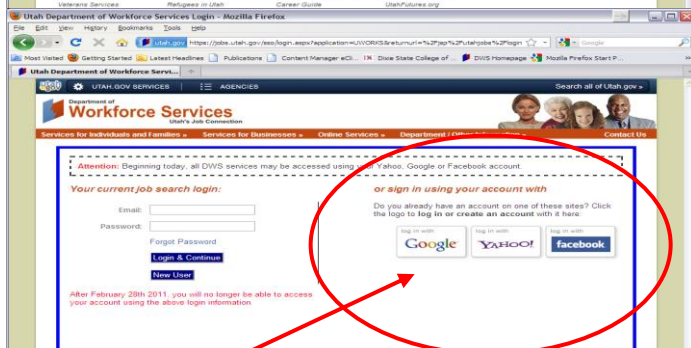
All workshops dates and times subject to change without notice

Register ONLINE for FREE Job-Seeking Workshops

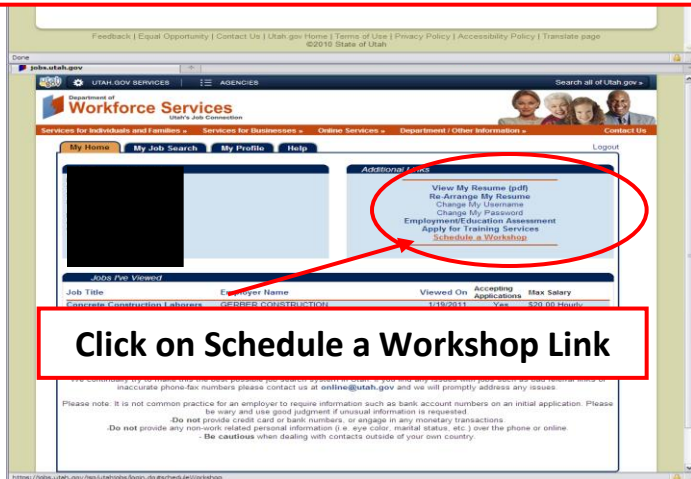
To register for a FREE Workshop online, complete the following steps:



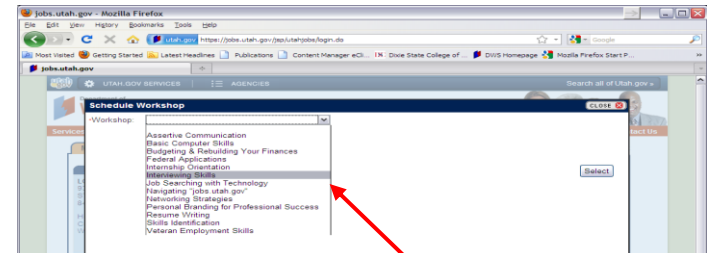
Click GO to Login or Register to your Job



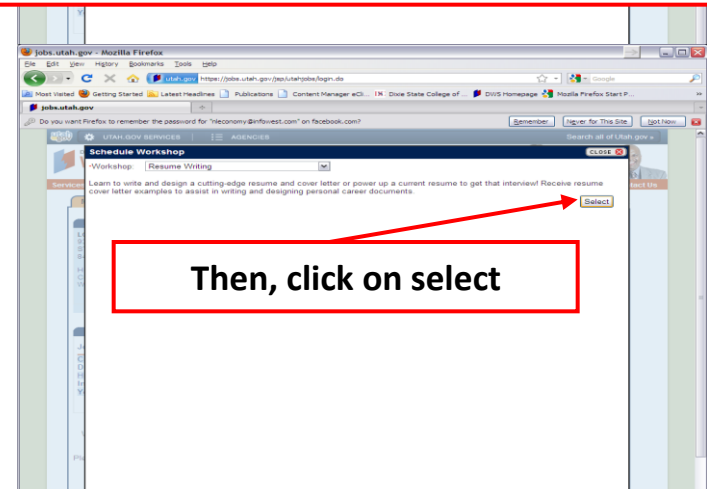
Login or Register to your Job Seeker Account



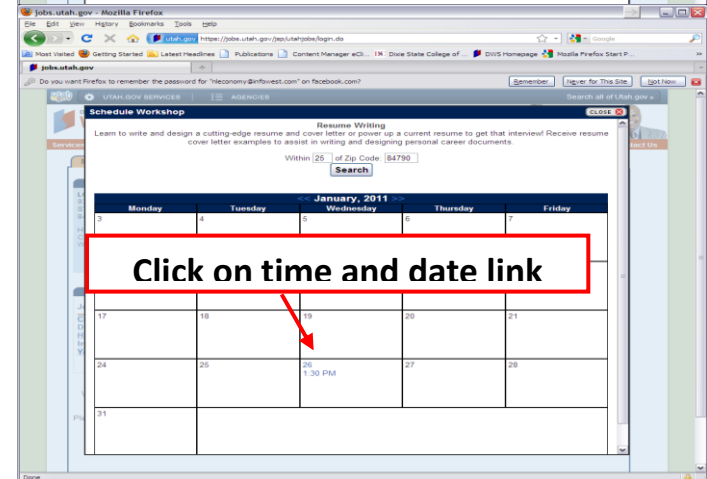
Click on Schedule a Workshop Link



Click on Workshop title you would like to register to attend



Then, click on select



Click on time and date link